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Agency Secretary

Air Resources Board

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Gray Davis
Governor

MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: March 1, 2002

SUBJECT: SAFETY MEETING IDEAS – MARCH 2002

Suggested issues to discuss during your next meeting are:

1. Card Key Readers

Unless you work at the 13&T or 14&S laboratories, we are all adapting to having in our possession a card key while at work. Many of us wear our key cards on a lanyard, which is handy, yet could cause a hazard. The potential hazard is caused when we approach the card reader and lean toward the reader standing directly in front of the door. Then an unknowing staff person pushes open the door right into us. Whose fault is it? Shouldn't the person using the key card use more caution? Shouldn't the person opening the door open it more cautiously? I believe we should each take responsibility for this. Please be careful while opening the door from the inside and when using your keycard to gain access.

2. You May Be Contributing To In-Door Air Pollution

Many things, such as wearing newly dry cleaned clothes in the building, using odor/perfumed cleaning products, bringing in air fresheners, and leaving out sweaty workout clothes can contribute to in-door air pollution. Some of these emissions can contribute to the potential for cancer, some are respiratory irritants (and can even trigger an asthma attack in a sensitive individual), and others can cause eye irritation and headaches in sensitive people. How can you help lower your contribution to in-door air quality pollution? Air-out your dry cleaning (out of the plastic bag) in a garage or on a porch before you wear it. When using cleaning products in the office, use them at the end of the day so it has time to dissipate. Air Freshener products are not allowed in the Headquarters building, perhaps other buildings should consider that ban as well. Launder your workout clothes as often as needed, don't leave them in the office indefinitely. Another thing to watch for and eliminate is mold or pests in your plants.

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.

California Environmental Protection Agency

3. Motor Vehicle Accident Procedures

A new Administrative Services Letter ([ASL 02-01](#)) has been issued outlining the procedures regarding what to do if you are in a motor vehicle accident. The ASL can be accessed on the IntraNet by clicking on "Administrative Services" and then clicking on "Administrative Services Letters (ASLs)." The important information in the ASL states, "An employee involved in a motor vehicle accident **must** complete a Report of Vehicle Accident form ([STD. 270](#)) and forward it or fax it (916) 322-5982 to the Management Services Branch, ASD **within 24 hours** of the accident." The Std. Form 270 "Vehicle Accident Report" has recently been revised so please destroy all prior versions of the form. The revised form is available via the ARB Inside Forms page. It is a good idea to keep a copy of this form, the Std. Form 269 "Accident Identification" (which is currently on order) and the ASL in your travel bag in case you are unfortunate to be in a motor vehicle accident while on state business.

Document your meeting by using [Form HS-1 "Safety Meeting Report"](#) which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.

If you have any questions, I can be reached at (916) 323-1158 or cfrancis@arb.ca.gov.